

## Town of Newmarket Recreation Department

### POSITION DESCRIPTION

Class Title: Specialty Program Coordinator  
Division: Recreation  
Status: Part-time up to 29.5 hours year round (under revolving account)  
Date: August 20, 2020

**GENERAL PURPOSE:** Assists the Recreation Director, Assistant Recreation Director, Recreation Director, Sunrise Sunset Program Director with recreation programs and special events for all ages. This position will also assist in general administrative and facility management for the Newmarket Recreation Department, as well as take a lead role in our new after-school care program.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director, Assistant Recreation Director and Recreation Manager. Routine duties are carried out independently, but major programming or operational changes or changes in task execution will require prior approval.

### SUPERVISION EXERCISED

Site supervision of Newmarket afterschool care program and administrative support for all programming, special events, customer service, volunteer staff and community service staff, including recruitment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

#### Assigned Responsibilities:

- a. During the school year this person will act as the site supervisor and program coordinator of Newmarket's After School Care Program.
- b. During the school year, this position may also be assigned to create, develop, update, and/or implement as well as, provide direct service instruction for additional specialty and currently and NEW running recreation programs.
- c. The individual will also provide administrative support to the management team specially in the following areas: specialty events, programs and summer camp in regards to marketing, advertising, operation management, volunteer coordination and delegation, registration, budgeting, customer service, as well as, general office responsibilities.
- d. This position will assist in recruitment, scheduling, and assigning work tasks to volunteers & practicum students, for these programs, and in the absence of upper management this person may also supervise personnel.
- e. Depending on the needs of the department this individual may also be responsible for providing a well-rounded sports program including but not limited to: basketball, soccer, flag football & various sports.

#### Knowledge & Skills:

- a. Strong written, editing and communication skills
- b. Experience with computer software programs (such as online registration programs and email campaigner programs, desktop publishing), editing and updating websites, use of social media, use of Google (Gmail, Drive, Calendar), Dropbox, and especially Microsoft Excel as well as other technology and/or equipment found in a modern office environment.
- c. A successful candidate should have excellent Public Relation skills, be team-oriented, friendly and must have the ability to multi-task in a busy recreation environment.
- d. They must possess a valid driver's license, and have the ability to drive a 15 passenger van.
- e. The candidate should have working knowledge in all areas of recreation operations, and program administration via accredited institution.
- f. Experience with PK-6<sup>th</sup> grade in either a recreational and/or educational background.
- g. This candidate should possess creative writing skills and can demonstrate the ability to communicate comfortably in a public forum.
- h. Working knowledge and/or management experience in organizing, scheduling, delegating, supervising, and instructing creative and recreation focused events and programs; including public relations, creation of publications, social media and internet practices is a plus.

**TOOLS AND EQUIPMENT USED**

Computer terminal; personal computer; copy machine; fax machine; phone; 10-key calculator; vehicles, including a 15-passenger van, and various recreation equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk/hear, to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand on ladders, use various pieces of recreation equipment and drive vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is sometimes performed during odd hours, outdoors, occasionally in inclement weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be both quiet and moderately loud given the season, the time of day, and/or location (inside/outside) in which performing particular job responsibilities.

**SELECTION GUIDELINES**

Resume, rating of education/experience; oral interview, references; job related tests may be required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EDUCATION AND QUALIFICATIONS:**

Candidate must possess a Bachelor's Degree in Recreation Management Policy – Program Administration AND/OR Sports Management; with a minimum of 1 year of experience in recreation management or a related field. Previous experience working at Newmarket Recreation or a graduate of UNH RMP program preferred. or possess a combination of education and direct experience which demonstrates the required knowledge, skills and abilities.

**COMPENSATION:**

Rate of hourly pay is based on qualifications and experience. Currently under the General Title of General Programmer/Administrator – Pay Range is set at anywhere between \$13 - \$16/hour. This position is for a minimum of 20 hours/ week up to 29.5 hours per week. Hours assigned to work each week may vary based on department needs, but no less than 20 hours per week. This position will qualify for benefits; earned vacation, holidays, and sick days.